

# North Carolina Child Nutrition Weekly Update

Week of February 4-8, 2013

Issue No. 2013.2-1

## *It's Sweet Potato Month!*

*Read more about the Sweet Potato promotion contest on pages 2 and 3.*



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## Coming Soon!...Fresh Fruit and Vegetable Program Application Information

The Fresh Fruit and Vegetable Program application information for SY 2013-2014 will be published soon in a **SPECIAL EDITION CN Weekly Update**. Stay tuned for all the details to learn how qualifying elementary schools can apply for this terrific opportunity for next school year.

## Reduced Price Breakfast Reimbursement

We apologize for the continued delay in providing the information needed to complete the monthly claim revisions for the reduced price breakfast reimbursement. Child Nutrition Services has been awaiting a final answer on a feature that would prevent the School Food Authority (SFA) from having to complete any steps in the technology system to receive the funding. The answer is expected on Monday, February 11, 2013.

However, if the SFA needs to modify their existing claims before the final decision is made; please enter revised claims beginning with July 2012 (if applicable). Please be aware that any revisions to the months of July 2012, August 2012, September 2012 and October 2012 will result in an error message indicating that an upward revision may not be made after 90 days. It is imperative that the "**Correct Later**" option be selected on the screen so that the claim will show in "error" status. A notification requesting that the revised claims be processed for payment will be sent to Operational Accounting, no further actions are required by the SFA

If you have questions, please contact Janet Johnson at [janet.williamsjohnson@dpi.nc.gov](mailto:janet.williamsjohnson@dpi.nc.gov)

## Celebrate Sweet Potato Month in February

North Carolina is #1 in sweet potato production and now schools have a chance to be best in class in sweet potato promotion! February is Sweet Potato Month, and the N.C. Sweet Potato Commission is sponsoring a promotion contest for N.C. schools to celebrate.



### Guidelines:

- Submit pictures or portfolios of promotional and educational efforts about sweet potatoes that occurred in your school/cafeteria in February.
- All items are due by 5:00 p.m. on Friday, March 15, 2013.
- Send items to Heather Barnes, NCDA&CS, 1020 Mail Service Center, Raleigh,

N.C. 27699-1020 or [heather.barnes@ncagr.gov](mailto:heather.barnes@ncagr.gov)

Resources are available on the N.C. Sweet Potato website, [www.ncsweetpotatoes.com](http://www.ncsweetpotatoes.com). Lesson plans, posters and other educational materials are available by emailing [ncsweetsue@aol.com](mailto:ncsweetsue@aol.com). A list of suggested activities is available at [www.ncfarmtoschool.com](http://www.ncfarmtoschool.com)

**Prizes:**

Winners will be recognized by the N.C. Sweet Potato Commission and N.C. Farm to School.

- 1st place \$250
- 2nd place \$150
- 3rd place \$100

For more information about the sweet potato promotion or Farm to School, see the attached flyer, activities list and newsletter and/or contact Heather Barnes at [heather.barnes@ncagr.gov](mailto:heather.barnes@ncagr.gov) or 919-707-3127.

**(3) Attachments:**    **nc farm2sch nwsltr.pdf**  
                              **sweet potato activities.pdf**  
                              **sweet potato flyer.pdf**

## Winter Policy Update Information

It's time for Winter Policy Updates! The Updates have been scheduled for each region seen below. You should soon receive invitation letters from your Regional Consultants with information on the location and time for their Policy Update. Also, a general agenda is attached for your convenience. Should you have any questions please contact your Regional Consultant.

**Region 1 – Feb 12<sup>th</sup>**

**Region 2 – Feb 8<sup>th</sup>**

**Region 3 – Feb 21<sup>st</sup>**

**Region 4 - Feb 8<sup>th</sup>**

**Region 5 – Feb 7<sup>th</sup>**

**Region 6 – Feb 21<sup>st</sup>**

**Region 7 – Feb 8<sup>th</sup>**

**Region 8 – Feb 22<sup>nd</sup>**

**(1) Attachment:** **agenda-policy upd-wint2013.pdf**

## Awards for Excellence 2012-13 – Update and State Level Judging Criteria

We hope you and your staffs are working diligently on your 2012-13 Awards for Excellence books. As a reminder, **please send your Awards for Excellence completed summary sheets to Janice Ezzell no later than Friday, April 5, 2013. If you would like to receive the plaques or certificates prior to April 30, please send the documentation at least 4 weeks prior to the presentation date.** Please send it electronically (if possible), to [Janice.ezzell@dpi.nc.gov](mailto:Janice.ezzell@dpi.nc.gov) , or by fax to (866) 638-5014 or by mail to 1116 Liliflora Lane, Leland, NC 28451. Also, please print or type clearly the name of the school and SFA on the forms.

State level judging of the Awards for Excellence books will once again be conducted at the SNA-NC State Conference in June 2013. The state level judging criteria form is attached. **Please submit the single best award entry from your school system for this competition to Janice Ezzell no later than Friday, May 24.** You may send the notebook by UPS, Federal Express or USPS (be sure the delivery you choose can be tracked). Also, please indicate that it can be delivered without a required signature. First, second

and third place award school winners will be recognized at one of the general sessions during the SNA-NC June conference. The notebooks will be placed on display at the conference and can be picked up in the display room or at the registration table on Thursday, June 20 after 1:30 pm.

Thank you for your support of the Awards for Excellence program. We look forward to receiving many entries this year and recognizing the great work you are doing in your Child Nutrition Programs! If you have questions, please call Janice Ezzell at 910-833-6750 or e-mail her at [Janice.ezzell@dpi.nc.gov](mailto:Janice.ezzell@dpi.nc.gov).

### (1) Attachment: afe judging criteria.doc

## What's New on the Web?

- ▶ The **USDA Policy Memos** page has been updated.

<http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos>

- ▶ A **NEW! Forms/Templates/Worksheets** page has been developed. It is accessible from the Child Nutrition home page under the Information and Resources header (see below). The url for the new page is: <http://childnutrition.ncpublicschools.gov/front-page/information-resources/forms-templates-worksheets>



- ▶ The **Memoranda of Agreement** page has been updated with 2012-13 MOAs.

<http://childnutrition.ncpublicschools.gov/front-page/information-resources/memoranda-of-agreement-student-confidentiality>

- ▶ The updated **Final Rule Questions and Answers for Program Operators (SP-10-2012)** has been added to the School Meal Nutrition Standards page.

<http://childnutrition.ncpublicschools.gov/front-page/news-events/school-meal-nutrition-standards>

## **\*\*REMINDER\*\* Verification Summary Report – Due Date Approaching**

The due date to complete the online Verification Summary report is **March 1, 2013**. The Child Nutrition Technology System is open for submission of the report at this time. Please keep in mind that the report may not be finalized until after February 15, 2013 unless all households responded to the verification process completed on November 15, 2012.

If you have questions about submitting your Verification Summary Report, please contact Karla Wheeler at [karla.wheeler@dpi.nc.gov](mailto:karla.wheeler@dpi.nc.gov) or 919-807-3518.

## **Grant Opportunity – School Gardens**

If your School Food Authority is interested in school gardens, this new grant opportunity may be of interest to you. The NC Farm Bureau Ag in the Classroom has launched a new grant program for schools entitled "Going Local." One of the focus areas is school gardens. Grants are available up to \$500. The application and contact information for Michelle Reedy, Ag in the Classroom Director, is available at: [http://www.ncagintheclassroom.com/pdf/AGintheClassroom\\_local.pdf](http://www.ncagintheclassroom.com/pdf/AGintheClassroom_local.pdf).



As you consider this opportunity, please also consider the "Best Practices" for School and Community Gardens that was developed for us in NC's public schools. Your local Agricultural Education Teacher can be a tremendous resource for anyone who wishes to successfully and safely manage a school garden.

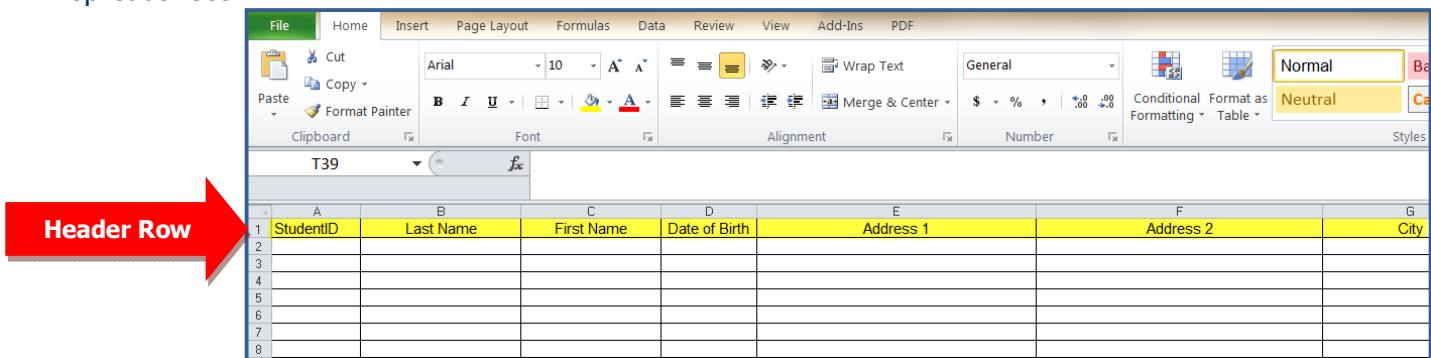
## **Weekly Q&A – Uploading Data in DCV – Common Errors**

### **QUESTION**

What are some common errors made when SFA's attempt to upload a spreadsheet of student data into the Direct Certification and Verification system?

### **ANSWER**

The most common error when uploading a spreadsheet with names into the DCV system is forgetting to remove the header row. The "header row" is the row at the top of a spreadsheet that indicates the type of data found in each column (See example below). The top row of the spreadsheet (to be uploaded) should be the first line of actual student data. Please remember to remove the header row before uploading your spreadsheet.



StudentID	Last Name	First Name	Date of Birth	Address 1	Address 2	City

Another common error is the inclusion of commas, hyphens and/or slashes in the data. Please be sure your data does not include any commas in the "Address" fields (cell) and no hyphens or slashes in the "SSN" fields of the spreadsheet. Any "Address" field that contains commas or "SSN" field that contains hyphens or slashes will be not be recognized and essentially ignored by the system. This will result in an incomplete data match and subsequently the delay of students being directly certified.

Making sure these two things are done will increase your chances for having a successful upload.

Should you have questions or need assistance please contact Jeff Merritt at [jeffrey.merritt@dpi.nc.gov](mailto:jeffrey.merritt@dpi.nc.gov) .

**Weekly Q&A – Meat/Meat Alternate and Offer vs. Serve**

**Question:**

If the menu planner offers the meat/meat alternate component as two food items (e.g., grilled cheese sandwich and vegetable beef soup) or the grains component as two food items (e.g., whole wheat roll and saltine crackers), is the student required to take both items if he chooses the component under Offer versus Serve (OvS)?

**Answer:**

Yes. Under OvS, the student must select full components; the only exception is ½ cup of fruits or vegetables. If the menu planner offers the meat/meat alternate component (or grain component) as two food items, the full component includes both items. A full component is the daily quantity designated by the menu planner (no less than the established minimum) to meet the required weekly ranges. The only situation where the student may decline half of the planned meat/meat alternate or grains component is when the student already has three other components on the tray.

Please be sure to contact your regional Child Nutrition Consultant with any questions.

**Vacancy Announcement – Cabarrus County Child Nutrition Supervisor**

Cabarrus County School Child Nutrition is accepting applications for the position of Child Nutrition Foods and Nutrition Supervisor. Please review the attached vacancy announcement for details on the position application procedures.

If you have questions about the position please contact Frank Fiorella, Child Nutrition Director, at [frank.fiorella@cabarrus.k12.nc.us](mailto:frank.fiorella@cabarrus.k12.nc.us).

**(1) Attachment: cabarrus-cnsupvr.doc**

**Mark Your Calendar**

February 2013 .....**Sweet Potato Month**  
February 7 ..... Region 5 Policy Update



February 8 .....	Region 2 Policy Update
February 8 .....	Region 3 Policy Update
February 8 .....	Region 4 Policy Update
February 8 .....	Region 7 Policy Update
<b>**February 10 (Sunday) .....</b>	<b>Deadline for submitting January Claim for Reimbursement</b>
February 12.....	Region 1 Policy Update
February 15 (Friday) .....	Deadline for January Fresh Fruit & Vegetable Claim for Reimbursement
February 21.....	Region 6 Policy Update
February 22.....	Region 8 Policy Update
March 2013 .....	<b><i>National Nutrition Month</i></b>
March 1 .....	Deadline for submitting Verification Summary Report
March 1 .....	Due Date for Financial Form (Semi-Annual FC1-A)
March 4-8 .....	<b><i>School Breakfast Week</i></b>
March 3-6 .....	Legislative Action Conference (SNA) – Washington, DC
<b>**March 10 (Sunday) .....</b>	<b>Deadline for submitting February Claim for Reimbursement</b>
March 15 (Friday) .....	Deadline for February Fresh Fruit & Vegetable Claim for Reimbursement

**\*\* REMEMBER** – Anytime the 10<sup>th</sup> falls on a weekend the actual due date for the claim for reimbursement is the next business day which is usually Monday. In the event that the following Monday is a holiday then the due date moves to the next business day. Also remember, the CN Technology system is programmed to flag any claim for reimbursement that is submitted after the 10<sup>th</sup> with the “10 day” error message (Error Code 1401). The NCDPI Child Nutrition section and the Claims section are fully aware of this and the Claims department will automatically override that error message for any claims submitted in this time period. It is not necessary to contact the Child Nutrition office when you receive the error message in this situation. However, if a claim reimbursement is submitted after the 10<sup>th</sup> for any other reason, you must contact us. **NOTE:** This also applies to the Fresh Fruit and Vegetable Program for which the claim for reimbursement is due on the 15<sup>th</sup> of each month.